


CTP Maps - Internal Review

Transportation Planning Branch		Approved: March 5, 2010 Revised: December 20, 2011 Version 1.3
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Purpose

The purpose of the CTP Maps – Internal Review procedure is to develop a consistent methodology for obtaining management review and approval of the format and display of information contained on the Comprehensive Transportation Plan (CTP) maps in the Transportation Planning Branch (TPB).

Background

A CTP is a multi-modal transportation plan that identifies a future transportation system that serves anticipated travel demand in a safe and effective manner for an area. The CTP includes an Adoption Sheet and the following maps, which classifies existing facilities and shows recommended facilities, including those that need improvement: Highway; Public Transportation and Rail; Bicycle; Pedestrian.

For this procedure, it is important to distinguish between the different versions of the maps:

- *Working maps* are considered any maps that are used as a basis for the CTP maps. They could be used for markup or brainstorming in committee meetings. They could include some data not generally found on final CTP maps, such as number of lanes or environmental data. They are generally not “close” to being draft CTP maps. Supervisor review is generally sufficient for these types of maps.
- *Draft CTP maps* are considered “close” to the format and recommendations of the final CTP maps. They have yet to be adopted locally or endorsed by the RPO (if applicable). These types of maps are the main focus of this procedure.
- *Recommended CTP maps* are adopted by the local jurisdictions (e.g., towns, cities, and counties) or the MPO, endorsed by the local RPO (if applicable), and recommended by the Transportation Planning Branch, but have not yet been adopted by the NC Board of Transportation (BOT), on behalf of NCDOT.
- *Final CTP maps* are adopted by the local jurisdictions or MPO, endorsed by the RPO (if applicable), and adopted by the NC BOT on behalf of NCDOT.

Draft and Recommended CTP maps must be reviewed by TPB management (Supervisor, Unit Head, and Branch Manager) prior to presentation to the local board(s) or the NC BOT.

Other maps developed as part of the CTP development may be included in the CTP report (like Environmental, Deficiency, Deficient Bridges, etc.) and do not have to go through this formal review process since they are not mutually adopted and will be reviewed as part of the CTP document.

This procedure directly relates to several other procedures. Reviewing these procedures is recommended. [CTP Maps – Develop](#); [Development of Problem Statement](#); [CTP Maps – Adopt by Locals](#); [CTP Maps – Adopt by MPO](#); [CTP Maps – Endorse by RPO](#); [CTP Maps – Adopt by NCDOT](#)

Responsibility

It is the responsibility of the **Project Engineer (PE)** to ensure that the Draft CTP is reviewed and approved based on this procedure prior to presentation to the local board(s) and RPO, or the MPO.

It is the responsibility of the **Supervisor, Unit Head, and Branch Manager** to review the CTP maps and provide comments within the time allotted.

It is the responsibility of the **Administrative Staff** to file the CTP Management Approval Checklist in the appropriate project file.

Policy, Regulatory, and Legal Requirements

[NC G.S. 136-66.2](#) provides the overall requirements for Comprehensive Transportation Plans, which are ultimately mutually adopted by the local area(s) and the NCDOT.

Scheduling and Time Constraints

Generally, the first review of the draft CTP maps should be made at least four weeks prior to being presented to the local board(s). There may be multiple iterations of review of the CTP maps so this will allow for sufficient time for feedback and corrections.

Usually the review of recommended CTP maps is much quicker, often less than two weeks.

Procedures

Procedure Input –Input for this procedure are Draft CTP maps developed using the [CTP Maps – Develop](#) procedure in conjunction with the [CTP Maps Preparation Checklist](#).

Procedure Outputs – Outputs are Final CTP maps that are approved internally and ultimately mutually adopted by the local area(s) and NCDOT, endorsed by the RPO (if applicable).

The PE will follow the steps below to complete the internal review of CTP maps. A [flow chart](#) of this process can be found at the bottom of this document.

Step	Action
1	Draft CTP maps are prepared by the PE using the CTP Maps – Develop procedure. Note: The CTP Maps Preparation Checklist should be used when preparing and reviewing CTP maps.
2	The PE shall print the Draft CTP maps in a format to allow for sufficient review. Note: 11" x 17" may be too small for sufficient review, so consider printing poster size (like ANSI D).
3	The PE submits the Draft CTP maps to the Supervisor for review. The Draft CTP maps shall be included in a packet along with the following information: <ul style="list-style-type: none">• CTP Management Approval Checklist;

	<ul style="list-style-type: none"> • Draft CTP maps (at an appropriate scale for review); • Draft CTP Documentation: Chapter 1 Draft, Appendices A-I Draft, Documentation of Analysis Tool.
4	<p>The Supervisor reviews the Draft CTP maps and draft documentation. Typically, each review should be completed within TWO weeks.</p> <ul style="list-style-type: none"> • If there are no major comments, the Supervisor will sign the CTP Management Approval Checklist and forward the Draft CTP maps package (see step 3) to the Unit Head for review. • If there are major comments, the Supervisor will notify the PE, and then return the Draft CTP maps to the PE for corrections before signing and passing the Draft CTP maps package to the Unit Head.
5	<p>The Unit Head reviews the Draft CTP. Typically, each review should be completed within TWO weeks.</p> <ul style="list-style-type: none"> • If there are no major comments, the Unit Head will sign the CTP Management Approval Checklist and forward the Draft CTP maps and draft documentation to the Branch Manager for review. • If there are major comments, the Unit Head will return the Draft CTP maps to the PE for corrections. The PE should review the changes with the Supervisor, revise the maps and resubmit the Draft CTP maps to the Unit Head for approval prior to signing and submitting the Draft CTP maps and draft documentation to the Branch Manager.
6	<p>The Branch Manager reviews the Draft CTP maps. Typically, each review should be completed within TWO weeks.</p> <ul style="list-style-type: none"> • If there are no major comments, the Branch Manager will sign the CTP Management Approval Checklist and send the Draft CTP maps back to the PE. • If there are major comments, the Branch Manager will return the Draft CTP maps to the PE for corrections. The PE should review the changes with the Supervisor, revise the maps and resubmit the CTP maps to the Unit Head and Branch Manager for approval.
7	<ul style="list-style-type: none"> • The PE sends FULL Problem Statements (via email in PDF format) and Draft CTP maps (via email in PDF format) to the appropriate PDEA Unit Head (see PDEA Regional Map) for a TWO week review (see Sample 7) • The PE sends the Draft CTP maps and ALL Problem Statements to the Division Engineer and BOT Member for review. Typically, each review should be completed within one week. <p>If feedback is provided, coordination is required with the Supervisor to consider any revisions. If there are ANY changes to the CTP maps due to Division or BOT comment, the internal review approval process must start over with Step 1.</p>
8	<p>Upon completion of Step 7, the PE presents the Draft CTP to the local board(s) or MPO for adoption, and to the RPO for endorsement (if applicable). Refer to CTP Maps – Adopt by Locals, CTP Maps – Adopt by MPO and CTP Maps – Endorse by RPO procedures.</p> <p>If there are ANY changes to the CTP maps due to local review process, the internal review process must start over from Step 1 and a new management review must be completed prior to it being presented to the locals again. Also, the date of the Draft CTP maps will change. All reviewers should be clear on what change(s) were made to the map and if any capacity deficiencies will result from such a change.</p>

9	<p>Conversion of the Draft CTP to a Recommended CTP.</p> <p>After adoption by the local board(s) or MPO and RPO endorsement (if applicable), the PE prepares the CTP maps for NCDOT adoption.</p> <p>There are only two changes that should be made to the CTP maps:</p> <ul style="list-style-type: none"> • Remove the word “DRAFT” and replace with “RECOMMENDED” on the CTP maps. RECOMMENDED should be smaller than the CTP study name. • Add the local or MPO adoption and RPO endorsement (if applicable) date(s) to the Adoption Sheet (Sheet 1) of the CTP maps. <p>The CTP Management Approval Checklist, with a final Supervisor review, should be used to finalize the map. Be sure to review the procedure CTP Maps – Adopt by NCDOT.</p>
10	<p>The PE submits the Recommended CTP maps to the Supervisor, Unit Head and Branch Manager for review. The Recommended CTP maps shall be included in a packet along with the following information:</p> <ul style="list-style-type: none"> • CTP Management Approval Checklist; • Recommended CTP maps (at an 11x17 scale); • Draft CTP Report (BOT adoption date pending) • Local Adoption Resolutions & RPO endorsement (if applicable)
11	<p>The Supervisor, Unit Head and Branch Manager each sequentially review the Recommended CTP maps and sign the CTP Management Approval Checklist. Typically, the full review should be completed within one week. The Branch Manager returns the CTP maps to the PE. This will include the submittal of the Draft CTP Report to the Supervisor and Unit Head for review prior to approval of Recommended CTP maps.</p>
12	<p>The PE submits the Recommended CTP maps for BOT approval. Refer to the CTP Maps – Adopt by NCDOT procedure.</p>
13	<p>Conversion of the Recommended CTP to a Final CTP.</p> <p>After adoption by NCDOT BOT, the PE makes following changes to the CTP maps:</p> <ul style="list-style-type: none"> • The word “RECOMMENDED” is removed from the CTP maps • The NCDOT adoption date is added to the Adoption Sheet (Sheet 1) of the CTP maps
14	<p>The PE submits the Final CTP maps to the Supervisor for final approval and signature on the CTP Management Approval Checklist.</p>
15	<p>Upon final approval of the CTP maps by the Supervisor, the PE completes the CTP map distribution in accordance with the CTP Maps – Adopt by NCDOT procedure.</p>
16	<p>The PE completes the CTP Management Approval Checklist form and files it in the appropriate project file, located in Room 447.</p>

Warnings and Precautions

There are many opportunities in this process for comments that may change the Draft CTP maps and result in the review process “starting over” with the [CTP Management Approval Checklist](#). Be sure to allow sufficient time for feedback and corrections.

Resources and Tools

- [CTP Maps Preparation Checklist](#)

- [CTP Management Approval Checklist](#)
- [CTP Maps – Develop](#)
- [Development of Problem Statement](#)
- [CTP Report- Prepare and Distribute](#)
- [CTP Maps – Adopt by Locals](#)
- [CTP Maps – Adopt by MPO](#)
- [CTP Maps – Endorse by RPO](#)
- [CTP Maps – Adopt by NCDOT](#)
- [PDEA Regional Map](#)
- [Sample 7](#) – Draft Problem Statement Distribution Memorandum (PDEA)

Contacts

- For suggestions to change this procedure contact: Elena Talanker (919) 707-0911
- For questions about performing this procedure contact: Scott Walston (919) 707-0941

Glossary

For a complete listing of terms, definitions and acronyms, go to the [Master Glossary](#).

Local Area – any adopting or endorsing body for the CTP, which can include municipalities (cities, towns, villages), counties, Rural Planning Organizations (RPOs), or Metropolitan Planning Organizations (MPOs)

Working maps – any maps that are used as a basis for CTP maps. They could be used for markup or brainstorming in committee meetings. They could include some data not generally found on CTP mapping, as number of lanes or environmental data. They are generally not “close” to being draft CTP maps. Supervisor review is generally sufficient for these types of maps.

Draft CTP Maps – Maps that have CTP designation, but have not been adopted/endorsed by the local area. These types of maps are the main focus of this procedure.

Recommended CTP Maps – CTP maps that are adopted/endorsed by the local areas, but have not yet been adopted by the NCDOT.

Final CTP maps – CTP maps that are mutually adopted by the NCDOT.

User Access

Intended for NCDOT Internal Use Only, but not exempt from the public records access requirements

Record of Revision

Version	Section Affected	Description	Effective Date
1.1	Steps 16,17	Procedure has been revised to reflect new location of the project files.	06/13/11
1.2	Step 4-6, 7	Management review time has been extended to 2 weeks, Step 7 PDEA review was added as part of the internal Review process.	11/18/11

1.3	Steps 3, 5 and 10	Procedure revised to include submission of CTP documentation for review prior to approval of the Draft CTP and Recommended CTP Maps.	12/20/2011
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Flowchart